

**BY ORDER OF THE COMMANDER
AIR EDUCATION AND TRAINING
COMMAND**



AIR FORCE INSTRUCTION 21-201

**AIR EDUCATION AND TRAINING COMMAND
Supplement 1**

2 NOVEMBER 2001

Maintenance

**MANAGEMENT AND MAINTENANCE OF
NON-NUCLEAR MUNITIONS**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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Pages: 27
Distribution: F

AFI 21-201, 1 December 2000, is supplemented as follows:

This supplement provides guidance previously included in AETCI 21-101, Vol 2, chapter 22. It applies to all Air Education and Training Command (AETC) logistical commanders, munitions activities, and munitions-using organizations. Affected units have 120 days from the date of this publication to implement this instruction or submit waivers or deviations to the criteria. Submit requests for changes, improvements, waivers, or deviations on AETC Form 1236, **Request for Change to AETC Maintenance Instructions**, through channels, to HQ AETC/LGMW, 555 E Street East, Randolph AFB Texas, 78150-4440.

Maintain and dispose of records created as a result of prescribed processes in accordance with AFMAN 37-139, *Records Disposition Schedule* (will become AFMAN 33-322, Volume 4). This supplement does not apply to the Air National Guard or the Air Force Reserve Command.

1.1. Send conflict notifications and requests for deviations, test or trial programs to HQ AETC/LGMW for approval consideration. All references to the MAJCOM or the MAJCOM Munitions Staff in the basic AFI refers to HQ AETC/LGMW. HQ AETC/LGMW can be contacted by office e-mail: (<mailto:AETC.LGMW@randolph.af.mil>); DSN 487-2876/3090/2857; or message address, HQ AETC RANDOLPH AFB TX//LGMW//. Formal organizational e-mail is the preferred form of communication and may be used in lieu of messages.

1.2. The term munitions flight refers to all munitions activities within AETC. The munitions flights within AETC support all aircrew flight training, basic and technical military training, general base support, host and tenant activities, and contingency and operational tasking.

1.2.1. The functional alignment of the munitions activity is dependent on wing structure, type of training, and manpower origin of the host base. Munitions activities within AETC are operated either by active duty, civil service, or contract personnel. Use one of two options listed below, as determined by the applicable group commander or equivalent, to organize the assigned munitions activity.

1.2.1.1. (Added) Option 1. The munitions flight is typically aligned within the logistic group's maintenance or equipment maintenance squadron. The munitions flight will be structured according to AFI 38-101, *Air Force Organization*, and AFI 21-201, *Management and Maintenance of Non-Nuclear Munitions*. HQ AETC/LGMW must approve any other changes to the organizational structure.

1.2.1.2. (Added) Option 2. Munitions activities functionally aligned under base supply or other nonmain-tenance activities (primarily at locations that host mission tasking with civil service, contract, or a limited number of active duty personnel without operational or contingency commitments) vary, and the group commander or equivalent determines the organizational structure. These units will be referred to as non-standard units throughout this supplement. For contracted munitions activities the contractor program manager will establish organization structure. The minimum munitions functions required to support mis-sion tasking under this option are munitions storage, inspection/maintenance, and operations. These munitions activities may include storage, operations, conventional maintenance, precision-guided muni-tions maintenance, munitions handling, support equipment maintenance, munitions control, combat ammunitions system-base and deployable (CAS-B), and training. The alignment of these functions must prove to enhance operational efficiency, munitions accountability, and safety.

1.2.4. (Added) Luke AFB is authorized to establish a flight support element aligned under the systems section to handle supply interface, hazardous material and centralized equipment.

1.2.5. (Added) Kirkland AFB is authorized to align the munitions element within an armament and muni-tions flight.

2.2.5. Units will use AETCI 21-101, *Maintenance Management of Aerospace Equipment*, to establish an in-progress inspection (IPI) program when required.

2.2.6. To maintain our war reserve materiel (WRM) missile reliability and availability, the following applies:

2.2.6.1. Tactical missiles may be flown for OPlan tasking and operational test and evaluation (OT&E) programs. This applies to all versions of tactical air intercept missiles (AIM) and air-to-ground missiles (AGM). Live and inert missiles (or electrical simulators) of the same type will not be commingled on an aircraft for any purpose. Live missiles of one type and inert versions of others may be loaded on an air-craft only when the wing commander considers it essential to unit training operations.

2.2.6.2. Missiles are tested at established technical order (TO) intervals only, and are not electronically verified during or after inspector general, local exercises, or integrated combat turns (ICT) on the field test set solely to determine missile reliability or serviceability.

2.2.6.3. (Added) Tactical AIM-120 Advanced Medium Range Air-to-Air Missiles (AMRAAM) are not used for peacetime loads, ICT, exercises, or inspections.

2.2.6.4. (Added) AETC units are authorized to use up to 100 percent of WRM all up round (AUR) AIM-9M-9/-7 guidance control sections (GCS) to maintain authorized quantities of serviceable captive air training missiles (CATM) AIM-9Ms for pilot training. Units will develop an operating instruction that details the required procedures and timetable to reconfigure WRM assets into operational configuration to meet design operation capability (DOC) statements and contingency operations. Coordinate instructions through HQ AETC/LGMW prior to publication.

2.2.6.5. (Added) Maximum use of all up round containers (AURC) is encouraged to take advantage of the extended periodic inspection interval.

2.2.6.6. (Added) All training missiles will mirror the parent tactical missile to the maximum extent practical; that is, wings, fins, canards, arming keys. CATM may be flown in authorized partial configurations after coordination and approval by the operations group and logistics group commanders. Units may elect to remove either the safety clip assemblies or the safe arm selector for CATM-9s or arm-fire relock assembly for CATM-7s. If units elect to remove these items, they must develop a wing operating instruction that includes:

2.2.6.6.1. Positive control procedures to prevent any concurrent use of live missiles and CATM.

2.2.6.6.2. Control and accountability procedures of removed components.

2.2.6.6.3. Measures that ensure these CATM are properly annotated in Tactical Munitions Records System (TMRS) showing items removed and carried as condition code B, "restricted to aircrew training only."

2.2.6.6.4. Visual markings on CATM, for example, "T-handle and or safety clip removed" to indicate items has been removed and not lost.

2.2.6.6.5. Measures that ensure items are returned to original configuration when returned to storage (FV) stock.

2.2.6.6.6. CATM that have any additional components (wings, fins, rollerons, etc.) removed for aircrew training operations must be an authorized configuration (seek-eagled), and listed in the applicable aircraft -1 flight manual and item technical data. The intent of this option is to allow units to remove only those components which present a high foreign object damage (FOD) or dropped object potential, not to remove components for ease of loading or which would degrade training.

2.2.6.6.7. CATM if required for exercises, ICT or headquarters' inspections/evaluations will remain configured to mirror the parent tactical missile to the maximum extent possible.

2.2.10. Staff field visits are accomplished through HQ AETC/LGMW personnel on Munitions and Weapons Standardization Program (MWASP) visits.

2.2.10.1. The AETC Munitions Inspection Guidance checklist is located on the HQ AETC/LGMW web page: <https://www.aetc.af.mil/lg/LGM/lgmw/index.htm>.

2.2.10.2. (Added) AETC Munitions and Weapons Activities Standardization Program (MWASP):

2.2.10.2.1. The primary objective of the MWASP is to assist organizations in evaluating their compliance of established Air Force and DoD instructions, standards and policies. It is not an Inspector General (IG) inspection and it is not the sole catalyst for units in preparation for higher-headquarters inspections. It is intended to compliment the unit's existing programs, and provide additional assistance and guidance if needed. The varied and complex requirements dictated by the munitions and weapons systems and operational plans supported by AETC as well as the potential hazards associated with munitions and explosives weapons requires a program that will provide units with an overview of their operations.

2.2.10.2.2. The MWASP is designed to be a management tool to provide assistance for achieving high quality munitions, weapons maintenance, and support required to accomplish the mission. The purpose of an MWASP visit is to help identify areas within the munitions and weapons activity that can be improved, and to assist in the resolution of problems beyond the unit's capability to correct. This includes areas that require support from other activities and/or higher headquarters. HQ AETC/LGMW is the command monitor for the program and will conduct MWASP visits to each unit every 18 to 24 months. HQ AETC/

LGMW will coordinate with 19 AF/LGM to conduct the MWASP in conjunction with a scheduled 19 AF Logistics staff assistance team visit if possible.

2.2.10.2.3. The MWASP team will use checklists, publications, and TOs to determine compliance with Air Force standards. The team will indicate areas requiring management attention and assist in the resolution as necessary. The MWASP team will normally consist of a team leader and representatives for munitions/weapons functions. The composition of the team may vary, depending on the mission and size of the unit visited. The munitions units within AETC may be tasked to provide augmentees to the MWASP team. HQ AETC/LGMW will fund all augmentation. Augmentees will make their own travel arrangements. Upon completion of the MWASP visit, augmentees will furnish a copy of travel orders and completed travel voucher to HQ AETC/LGMW.

2.2.10.2.4. The MWASP team will provide assistance to as many areas as possible. To provide maximum flexibility, the amount of assistance for each general item is left to the discretion of the team leader, team member observing that particular area, and the organizational commander.

2.2.10.2.5. HQ AETC/LGMW will normally notify each munitions activity at least 60 days in advance to schedule the visit. The notification will include team composition and support requirements. Upon receipt of the notification, the commander of the visited organization will appoint a project officer to coordinate the support requirements, and provide the project officer's name, rank, and DSN to HQ AETC/LGMW via e-mail at: <mailto:aetc.lgmw@randolph.af.mil>. Units may request an MWASP visit at any time by submitting a request to HQ AETC/LG, 30 days in advance of the date the visit is required (unit funding may be required).

2.2.10.2.6. The MWASP report will contain a general unit capability statement. In addition, it will include higher-headquarters action items. Unit reply to an MWASP report is not required. Additionally, intermediate headquarters will not request unit replies to field memorandums. The basic MWASP report will be unclassified; classified addendums may be used if required. (Refer to appropriate security classification guides for classification.)

2.2.10.2.7. As a minimum, the MWASP team leader will in-brief the senior base operations or logistics staff officer, as appropriate and key munitions/weapons personnel. In-briefings for the wing commander will be at his or her option.

2.2.10.2.7.1. Brief observations and recommendations to the respective flight commander/chief or other appropriate personnel prior to a formal out briefing.

2.2.10.2.7.2. The MWASP team leader, senior maintenance, and senior operations individuals will brief the team's observations to the appropriate CC/LG/OG, as requested.

2.2.10.2.7.3. HQ AETC/LGMW will:

2.2.10.2.7.3.1. Forward the report to HQ AETC/LG for review.

2.2.10.2.7.3.2. Retain, monitor, and coordinate all MWASP reports for required action.

2.2.10.2.7.3.3. Assign, suspense, and monitor higher headquarters action items to the appropriate agency for comments and corrective actions.

2.2.10.2.8. Support requirements:

2.2.10.2.8.1. During an MWASP visit, team members will not be considered as part of the organization. Team members will require escorted entry into conventional storage and flight line munitions/weapons

activity areas. Pertinent personnel data for the preparation of entry authorization lists (EAL) will be provided in the notification e-mail to simplify entry procedures. Upon arrival of the MWASP team, the unit project officer will brief the MWASP team members on local procedures to ensure all team members know when and where escort is required, and any other information on local conditions and restrictions.

2.2.10.2.8.2. An administrative work area will be required, and ready access to a computer, printer, technical orders, and standard publications will be necessary.

2.2.10.2.8.3. The unit project officer will make billeting arrangements for all MWASP team members. Team integrity should be maintained.

2.2.10.2.8.4. The team will need a copy of all local instructions and Combat Ammunition System (CAS) products that are current as of the week prior to the start of the MWASP. MWASP team members will need a list of key unit personnel (to include munitions/weapons section/functional NCOICs) with name, grade, phone numbers, assigned function, and office symbol.

2.2.11.1. Munitions quality assurance evaluators (QAE) will use AETCI 21-107, *Maintenance Management-Maintenance Contract Surveillance*, to determine the minimum surveillance requirements for all munitions contract operations regardless of alignment or contract type.

2.2.11.2. Munitions QAEs will be at least a TSgt, civilian equivalent or higher, and meet all the requirements of AETCI 21-107. It is preferable to utilize personnel in Air Force specialty code (AFSC) 2W0X1 or civilian equivalent with munitions maintenance experience to surveil contracted munitions activities; however, this may not always be possible or practical. When QAEs in other AFSCs or those who have no munitions experience are utilized they must obtain sufficient qualification in munitions system procedures prior to surveilling munitions activities. Qualification in munitions safety, security, inspection, and accountability is required, and can be obtained either locally or by contacting HQ AETC/LGMW to arrange training at unit expense.

2.2.11.3. (Added) Munitions QAEs may be assigned as the base Munitions Accountable System Officer (MASO) and must meet appointment requirements of AFI 23-111, *Management of Government Property in Possession of the Air Force*, or submit wavier request for deviations in AFSC or experience requirements to HQ AETC/LGMW (see paragraph 12.2.1. for further guidance).

2.2.30. (Added) HQ AETC/LGMW will review all munitions projects with HQ AETC/CE and SE to validate mission needs, and establish a command prioritized project list prior to the AETC corporate review process. This validated list, with supporting justification, should be briefed to the LG facilities committee representative.

2.7.3.1.5. Nonstandard units that provide BDU-33s to AT-38 Fighter Training Squadrons may elect to deliver more than one day's goes and have all assets signed for by the weapons loaders. If this option is used, reconcile prior to the delivery of additional bombs instead of at the end of the flying day. Incorporate these procedures into the wing reconciliation instruction, and accomplish all other processes for reconciliation.

2.7.4. The contractor program manager or program director equivalent will ensure these responsibilities are completed for contracted activities.

2.7.4.1. Contracted activities within AETC that receive valid munitions allocations to support aircrew training and base operations are considered within the USAF.

2.7.4.6. OO-ALC/WM and HQ AETC/LGMW will provide units and munitions user functional managers written instructions on munitions forecast procedures prior to the forecast cycle.

2.7.4.13. All nonreusable empty containers and packaging material will be maintained, marked as empty, identified with custody account number, stored, and accounted for by the custody account custodian for all munitions assets until assets have been expended or permanently installed. Munitions residue and excess packaging/empty containers can be turned in directly to the Defense Reutilization Management Office (DRMO) by organizations that have personnel authorized in TO 11A-1-60, *Inspection of Reusable Munitions Containers and Scrap Material Generated from Items Exposed To or Containing Explosives* (respective group commander or equivalent have authority to decide which organization will accomplish the turn-in).

2.8. These responsibilities apply to all squadron commanders who command a munitions activity regardless of functional alignment.

2.8.1.1. Include justification and timeframe the deviation is needed.

2.8.4. Follow appointment guidelines in paragraph 12.2.

2.8.11. Annually review agreements.

2.8.14. (Added) Ensure contract and civil service munitions functions have a viable in-house QA program performed by a qualified person.

2.9. These responsibilities apply to all personnel assigned to a flight position or supervisors who oversee munitions activities regardless of functional alignment.

2.9.1. To ensure readiness and safety in all areas, the appropriate flight chief will conduct a semiannual self-assessment of the munitions activity using the AETC Munitions Inspection Guidance Checklist, this instruction, and local guidance as required.

2.9.1.3. If applicable.

2.9.1.4. The commander will make the appointment in nonstandard units where the senior munitions inspector is the flight chief.

2.9.1.7. Not applicable to contracted munitions activities.

2.9.1.9. Contract and civil service units are exempt from this requirement.

2.9.1.12. AETC units are not required to have an emergency destruction of material (EDM) plan.

2.9.1.12.3. Luke, Little Rock, and Tyndall AFBs will establish an EDM training program for personnel assigned to Steady State support for an Air Expeditionary Force (AEF). Training will consist of basic familiarization training and general concepts for EDM. All others units are exempt from this requirement.

2.9.1.26.2.2. Not applicable to home station actions. Combat Ammunition System-Deployable (CAS-D) will be used during the employment phase following deployment. This applies to only the munitions assets and personnel deployed.

2.9.1.30. Munitions flight chief/supervisor will ensure copies of all Product Quality Deficiency Reports (PQDR) are sent to HQ AETC/LGMW.

2.9.3.4.5. Notify HQ AETC/LGMW within 24 hours or the next duty day.

2.9.3.22. Units will use AETCI 21-101 to establish an inprogress inspection (IPI) program if required.

- 2.9.3.26. (Added) Ensure facility work requests are generated for known discrepancies. Followup on established work requests to ensure visibility and completion.
- 2.10.6. Use the AETC Munitions Inspection Guidance checklist and any locally developed checklists to perform this review. Maintain the current documented review in the document control files. If the MASO review is accomplished during the flight self-assessment, file the document review with the flight self-assessment program. Maintain the current and the previous year's MASO review documents.
- 2.10.7. Commanders' acknowledgement by signature is required. Maintain documentation of briefing with the AF Form 68, **Munitions Authorization Record**, in the account jacket file.
- 2.10.8. Provide HQ AETC/LGMW a copy.
- 2.10.9. Maintain documentation with the AF Forms 68 in the account jacket file.
- 2.10.11. OO-ALC/WM and HQ AETC/LGMW will provide units written instructions on munitions forecast procedures prior to the forecast cycle.
- 2.10.12. Send AF Form 1996, **Adjusted Stock Level**, to HQ AETC/LGMW.
- 2.10.13. Notify customers verbally and followup in writing or e-mail (to applicable commander) within 24 hours, and keep documentation of notification in the appropriate account jacket files.
- 2.10.20. As a minimum, units will use the HQ AETC munitions inspection guidance checklist located on the HQ AETC/LGMW web page (<https://www.aetc.af.mil/lg/LGM/lgmw/index.htm>).
- 2.10.21. If assets are found on the base supply account, actions to remove/recover these items and current status of these actions will be documented in the review letter.
- 2.10.23. Paperwork transactions will be limited to items contained in paragraph 16.8. Paperwork transactions may be indicators of needed training. Actions describing the circumstances and need for the paperwork transaction must be accomplished prior to processing, and retained as supporting documentation. Processing of inventory adjustments as paperwork transactions does not relieve the MASO from proper supporting documentation and certifying and approving authority signature requirements of the inventory adjustment process.
- 2.10.24. (Added) Ensure AF Forms 68 are screened against the military personnel flight (MPF) departure lists monthly. Ensure munitions commanders and custodians are cleared prior to permanent change of station (PCS) or permanent change of assignment (PCA).
- 2.11. In nonstandard units these responsibilities will default to the munitions flight chief/supervisor.
- 2.12. In nonstandard units these responsibilities will default to the first-line supervisor.
- 3.1.6.4.1. Reference TO 21M-1-101, AETC Supplement 1, *Reliability Asset Monitoring System*. HQ AETC/LGMW will issue additional numbers if needed.
- 3.1.7. (Added) Missile System Testers. Notify HQ AETC/LGMW when a precision-guided munitions or missile tester has not been repaired within 60 days, or is turned into the depot without a replacement. The following information is needed in the report: noun, serial number, reason unserviceable, national stock number, part number, noun of each part on order, off-base requisition number and priority.
- 4.1.10.3. Conduct annually and document results of the depth check. Include visual checks for signs of erosion during regular building inspections.
- 4.1.10.6. Pallet jacks are permissible in structures where they are regularly used.

- 4.1.11. In addition, segregate unserviceable and items processed for shipment. Items processed and palletized for consolidated shipment with the same compatibility and destination may be stored in the same location.
- 4.1.12. Outside agencies (noncustody accounts) must justify their need for courtesy storage. This type of courtesy storage is on a space-available basis and is not guaranteed.
- 4.1.12.8. Include after-hours support, if any.
- 4.1.13. For smaller, nonstandard units, the same person may annotate multiple blocks as needed when complying with tasks.
- 4.2.1.2. Review at least monthly. Use of external automated products is authorized, but the Combat Ammunition System-Base (CAS-B) is the official record and must be kept current.
- 4.2.9. Custody accounts may process assets directly through DRMO when authorized in T.O. 11A-1-60.
- 4.2.13. Perform receipt inspections within 5 duty days of receipt. Complete receipt inspections within 30 calendar days of in-checking date. Visibility of items without receipt inspections will be the responsibility of the senior munitions inspector and the flight chief. Items pending receipt inspection will not be issued for use, except as defined for combat purposes.
- 4.3.7. Ensure these items are reported to HQ AETC/LGMW as they are identified.
- 4.3.10. Nonstandard units are exempted from this requirement. Nonstandard units must have an established plan of operation to implement during extended CAS down time.
- 4.3.11. Nonstandard units are exempted from this requirement.
- 4.3.14. This customer guide will be a base instruction IAW paragraph [2.10.8](#).
- 5.1. In nonstandard units that do not have a munitions control, the munitions flight chief/supervisor will establish procedures for two methods of emergency notification to security police and fire department. The remaining responsibilities will be aligned at the discretion of the munitions flight chief/supervisor.
- 5.1.1. Nonstandard units are exempt.
- 5.1.2. Nonstandard units will have minimum-security standards commensurate with information maintained and stored. The nonstandard unit is exempt from the remaining requirements in this paragraph.
- 5.1.3.1. Nonstandard units are exempt.
- 5.1.8. Optional for nonstandard units. If a unit does not use munitions control 2000 (MC2K), other methods of tracking information will be established by the munitions flight chief/supervisor.
- 5.1.11. Quarterly maintenance and inspection forecasts are required. Monthly forecasts are optional.
- 5.1.18. For nonstandard munitions activities the munitions flight chief/supervisor will coordinate with aircraft maintenance and operations, or munitions customers to ensure munitions support requirements are scheduled and supported. The method of coordination will be determined by the munitions flight chief/supervisor.
- 5.1.19.2.1. Delegation of keys and lock appointing authority by the installation commander must be in writing. The appointing official for key and lock custodians for munitions' contracted units is one level above the senior munitions person.

5.1.19.2.4.4. Units can have the same person issue and receive a key if they are qualified and authorized to do both.

5.2.3. Submit requests through the local training manager on AF Form 3933, **MAJCOM Mission Training Request**.

5.3.3. All active duty munitions activities in AETC will establish a combat munitions training program (CMTP) to meet unit contingency taskings to the maximum extent possible with the available resources on hand.

6.1.1. Munitions personnel will be scheduled to attend Air Force Combat Ammunition Center (AFCOMAC) as required, meeting training and upgrading requirements. The AFCOMAC course provides valuable combat mass production training and is highly beneficial for all levels of supervisors and managers. All personnel should use AFCOMAC as a tool to enhance their training and advancement in the munitions systems career field.

7.1.2.1. The Chief QAE for contractor-operated activities must also approve new locally manufactured munitions equipment (LMME). HQ AETC/LGMW will coordinate with HQ AETC/SEG for final approval/disapproval.

7.2.2. Technical training school munitions (category C) used by the 82 TRW will be issued as condition code B "Training Use Only." All inert training assets that are annually inspected and maintained by trainer maintenance contract are exempt from TO 11A-1-10 and TO munitions periodic inspection requirements. Repair and replacement parts that are FV (munitions) items will be ordered through the servicing FV account. If assets are returned to base stock, place these assets in the appropriate condition code determined during the returned munitions inspection (RMI).

7.2.3. (Added) Inert and Dummy Training Items. Munitions custody accounts are setup with munitions operations to requisition and control training items. The unit committed munitions list (UCML) outlines munitions on which personnel maintain proficiency. All in-use inert, dummy, or empty training munitions will:

7.2.3.1. Be inspected at least annually or at intervals based on past experience and item usage to maintain the serviceability of the items. Coordinate inspections with the custody account custodian.

7.2.3.2. Mirror the parent munitions to the maximum extent possible. Major items (example, MK-82/84 or missiles issued to custody accounts) are:

7.2.3.2.1. Painted like the parent (live) weapon with a blue band to show it is inert (example, paint inert MK-82 bombs olive drab with a blue band).

7.2.3.2.2. Serialized for identification.

7.2.3.2.3. Inspected and discrepancies entered on AFTO Form 244, **Industrial/Support Equipment Record**, or other automated record. The user maintains these records.

7.2.3.3. Cosmetic defects (dirt, chipped paint, or other minor defects) on munitions trainers do not affect function or serviceability. Cleaning and touchup painting between established inspection intervals are the user's responsibility.

7.2.3.4. Inert and dummy training munitions found unsuitable for use by a particular user will be offered to all users with approved allocations before being reported for disposition. These items, even with TO

defined critical or major defects, may be useful for classroom training, display or explosive ordnance disposal (EOD) proficiency.

7.6. (Added) Supply Difficulty. Report mission impacting supply problems over 60 days old (munitions-related equipment such as, munitions trailers, replenishers and test sets that are not resolved locally) to HQ AETC/LGMW in writing. The information should include, but is not limited to, the following:

- 7.6.1. Equipment noun for the end item.
- 7.6.2. Nomenclature.
- 7.6.3. USAF registration number of the end item.
- 7.6.4. National stock number (NSN), part number, and material management code.
- 7.6.5. Off-base requisition number, quantity, and priority.
- 7.6.6. Source maintenance recoverability (SMR) and expendability reparability recoverability codes (ERRC).
- 7.6.7. T.O. number, figure and index.
- 7.6.8. Any pertinent historical data concerning the requisition.
- 7.6.9. Current base supply status and date obtained.
- 7.6.10. Unit point of contact and telephone number.

8.1.3.3. Not required at contracted units. QAE provides adequate oversight of the condition of the stockpile.

10.1. Enter N/A if an area is not applicable. Units will forward report through email with attached spreadsheets to HQ AETC/LGMW office email at: <mailto:AETC.LGMW@Randolph.af.mil>. Rate each required part of the report as green (fully good to go), yellow (have some minor concerns), or red (have problems) on the cover page.

- 10.1.1. Show authorized/assigned for each grade. Does not apply to contract and civil service units.
- 10.1.2. Replace date eligible for return from overseas (DEROS) with inbound date/departure date.
- 10.1.3. Only report situations or circumstances that have caused a rating of yellow or red. Clearly identify workaround and what has been done, up to the wing level, to resolve the concern/problem.
- 10.1.4. Only report situations or circumstances that have caused a rating of yellow or red. Clearly identify workaround and what has been done, up to the wing level, to resolve the concern/problem.
- 10.1.5. Only report situations or circumstances that have caused a rating of yellow or red. Clearly identify workaround and what has been done, up to the wing level, to resolve the concern/problem.
- 10.1.6. Luke and Tyndall only.
 - 10.1.6.1. Only show quantity and type of CATM missiles configured.
 - 10.1.6.2. Not required.
 - 10.1.6.3. Not required.
- 10.1.7. Compare your latest change and safety supplement with TO 11A-1-1. If current, report as green on the cover page. If not current, fix and see if a distribution problem exists.

10.1.8. Report, if any.

10.1.9. (Added) Part IV. List major munitions projects that are on CE books and the priority number assigned by the wing.

11.1. The munitions QAE will submit this report for contract units.

11.1.1. Only provide a brief summary of changes from the last report.

11.1.2. Only submit an overall map of the munitions storage area (MSA).

11.1.3. Not required.

11.1.4. Submit the Facility Data Record using a spreadsheet format provided by HQ AETC/LGMW. Paragraphs 11.1.4.1 through **11.1.4.15** of the basic instruction are changed to the following format and require inputs for each column to the Facility Data Record are as follows:

11.1.4.1.1. Column 1. BLDG NUMBER (facility number if assigned).

11.1.4.1.2. Column 2. TYPE (type facility or construction).

11.1.4.2. Column 3. C/O (covered/open facility).

11.1.4.3. Column 4. S/SS (standard/substandard).

11.1.4.4. Column 5. B/UB (barracaded/unbarracaded).

11.1.4.5.1. (Added) Column 6. IDS (intrusion detection system [IDS] type/capability or N/A).

11.1.4.5.2. (Added) Column 7. IDS STATUS (serviceable, unserviceable, or N/A).

11.1.4.6. Column 8. SIZE.

11.1.4.7. Column 9. SF (total square foot [SF] capacity).

11.1.4.7.1. (Added) Column 10. SF used.

11.1.4.7.2. (Added) Column 11. Percent SF used.

11.1.4.8. Column 12. ST (short tons [ST] stored).

11.1.4.9. Column 13. 1.1 (total of 1.1 capacity).

11.1.4.10. Column 14. 1.2 (total of 1.2 capacity).

11.1.4.11. Column 15. 1.3 (total of 1.3 capacity).

11.1.4.12. Column 16. 1.4 (total of 1.4 capacity).

11.1.4.13. Column 17. NEW (total of 1.1, 1.2, and 1.3 items stored).

11.1.4.14. Column 18. PERCENT NEW (percent of authorized NEW used).

11.1.4.15. Column 19. Waivers/Exemptions.

11.1.4.16. (Added) Column 20. Comments.

12.2.1. Civil service employees must be at least a GS-9 or higher to be appointed as the MASO when assigned to perform other duties and responsibilities. The QAE may fill the position of MASO for contract units, if qualified IAW AFI 23-111, and this supplement. The MASO must be an officer for contract units that do not have a 2W071 or civilian equivalent assigned to meet requirements in AFI 23-111. HQ

AETC/LGMW will consider temporary (six month) MAJCOM waivers for AFSC, and experience level requirements, on a case-by-case basis. Grade level requirements will not be waived. Units with temporary MASO waivers will send a copy of the results of each semiannual stock record account inventory to HQ AETC/LGMW within 30 days of completion with request for waiver extensions, if applicable.

12.2.1.1. Contracted munitions activities are not normally within the MASO's supervisory control. The MASO must be actively involved with munitions activity contractors to ensure accountability and serviceability of the munitions stockpile. Tyndall AFB will establish procedures to ensure the Air Combat Command Weapons Standardization and Evaluation Program munitions personnel are only authorized to change or adjust accountable records as authorized by the MASO.

12.2.4. Conduct the review using the AETC munitions inspection guidance checklist.

12.2.5. Maintain on permanent file IAW AFMAN 37-139.

12.2.7. Request must include inclusive dates of absence, reason for extended absence, and must be signed by the appointing official.

12.5.1.1. Maintain delegation of authority letter in the document control files. Review and update annually or whenever changes occur.

12.5.1.1.1. (Added) The authority to approve and sign these actions may only be delegated by the MASO to a supervisor above him or her during the MASO's temporary absence (for example, temporary duty [TDY], leave, hospitalization, etc.). The MASO will not delegate the authority to approve and sign the following actions:

12.5.1.1.1.1. Inventory adjustments.

12.5.1.1.1.2. Reverse post.

12.5.1.1.1.3. AF Form 68, **Munitions Authorization Record**.

12.5.1.1.1.4. Paperwork-only transactions.

12.5.1.1.1.5. Found on base (FOB).

12.5.1.1.1.6. Change of MASO reconciliation.

12.5.1.1.1.7. Annual MASO custody account inventories listings and findings.

12.5.1.1.1.8. "Unfreeze" an account.

12.5.6.1. Quantity unit pack (QUP) is authorized for issue.

12.5.6.2. The wing commander or equivalent will determine the OPR for these accounts. The assigned OPR will be responsible for forecasting and accounting for the ammunition.

13.1. The annual munitions forecast is the primary vehicle to request and allocate air-to-ground and ground munitions required for test, training, and operational needs. AETC functional managers must properly forecast munitions; accurate and credible forecasts ensure the Air Staff and OO-ALC/WM have necessary justification to support production, procurement, and budget submission to Congress.

13.1.1.1. HQ AETC/LGMW will provide procedures to all MASOs and munitions user functional managers (MUFGM) prior to the forecast cycle.

13.1.2. Send copies of time change forecast to HQ AETC/LGMW.

13.2. (Added) Munitions Requirements Forecast Process. The munitions forecast is an annual process to identify munitions requirements in Categories A, B, C, D, E, F (except for bomber fly away) and N. The process is described in the following paragraphs:

13.2.1. The US Air Force Ammunition Control Point, Ogden Air Logistics Center (OO-ALC/WM), starts the process, in coordination with HQ USAF/XORW/XOFX/ILMW; by sending the annual requirements forecast instructions to MAJCOM munitions staffs.

13.2.2. Based on coordinated annual forecast instructions, HQ AETC/LGMW will provide AETC functional managers tailored instructions on how to format their munitions requirements forecast. AETC munitions staff (HQ AETC/LGMW) will electronically notify appointed AETC functional managers.

13.3. (Added) Appointment of AETC MUFM and Responsibilities. Appropriate AETC directorates (or equivalent) must assign MUFM to develop accurate munitions forecasts. The MUFM appointments must be made by memorandum, signed by their respective director (or equivalent). Where possible, recommend assigning a primary and alternate. Send memorandum to HQ AETC/LGMW and courtesy copy each using organization. Appoint new MUFM no later than 45 days before release of departing functional manager.

13.3.1. The functional managers must track expenditure data for every category D allocation for historical data purposes. Expenditure data is maintained for a minimum of two fiscal years, plus the current year.

13.3.2. AETC functional managers are responsible for validating their respective directorate munitions requirements, and developing the forecast for all of their units, regardless of location. This includes munitions to support test requirements within AETC. Functional managers may task units to develop requirements or develop the requirements themselves. Functional managers are responsible for reviewing forecasts for accuracy and completeness, and providing forecasts to HQ AETC/LGMW within the suspense date provided in the instruction memorandum. Specifically, the data elements such as complete round codes (CRC), Department of Defense identification codes (DODIC), and national stock numbers (NSN) on the functional managers' forecasts must be verified prior to submission to HQ AETC/LGMW. Functional managers review forecasts for additions, deletions, and changes.

13.3.2.1. Additions. Add any additional items at the bottom of the list. Fill in all columns.

13.3.2.2. Deletions. Delete any items that do not have a requirement. **CAUTION:** Once a requirement is deleted, all assets will be turned in to the base unit, and an allocation will not be received. If it is determined at a later date that a requirement exists, an out-of-cycle will be obtained.

13.3.2.3. Changes. Items that need to be corrected on this year's forecast (for example, category code, quantity, etc.) are updated on the spreadsheet. Take into consideration any out-of-cycle allocations that have been received or requested this fiscal year. Review quantities and make changes where necessary.

13.3.3. Functional managers may be required to submit alibis to the AETC munitions staff for any increase/decrease exceeding 10 percent of previous year's Air Force-validated requirement. This alibi format will be provided, if required.

13.3.4. Munitions requirements may be derived from AFI 36-2217, *Munitions Requirements for Aircrew Training*, AFCAT 21-209, *Ground Munitions*, unit committed munitions lists (UCML), test plans, expenditure history, and bed down plans or similar documents which levy a valid need for conventional munitions. Authorizing directives, such as AFI 36-2217 and AFCAT 21-209, provide maximum allowable quantities. Do not solely use these quantities for your requirement computations. Historical expenditures

(maintained per AFCAT 21-209), new missions or units, deployments, range fires, etc., will dictate your computation.

13.3.4.1. Every submitted munitions requirement must have an authorizing directive.

13.3.4.2. Maintain all changes to the current fiscal year allocation. Computations are maintained for one active and one inactive fiscal year. Compute munitions requirements as follows:

13.3.4.2.1. Category A - Replacement Munitions. A percent of category C operational or inert classroom training items which are expected to incur damage or expire in the allocated year. Use historical data to calculate.

13.3.4.2.2. Category B - Deployment Munitions. Use the current AETC War and Mobilization Plan, Volume III (WMP-III), with changes, as the source document. Use the number of individuals required by the unit type code (UTC), multiplied by the number of UTCs tasked, multiplied by the basic issue quantity of munitions for each type weapon required (usually 30 rounds per M9 and 60 rounds per M16). Notify HQ AETC/LGMW within 30 days when any change is made to a UTC.

13.3.4.2.3. Category C - Operational/Inert Munitions. As required by authorizing directive, training syllabus, etc.

13.3.4.2.4. Category D - Training Munitions. Calculate per AFCAT 21-209 using the previous two years of expenditure data as the baseline.

13.4. (Added) Forecast Inputs. HQ AETC/LGMW will consolidate inputs from all AETC functional managers, unique organizations without an AETC directorate (or equivalent), and bed down information from lead commands. HQ AETC/LGMW will also provide an informational copy of forecast inputs to applicable host MAJCOMs that have AETC tenants.

13.5. Error and Variance Lists. The OO-ALC/WM stockpile manager may send error and variance lists back to MAJCOM munitions staffs for correction.

13.5.1. HQ AETC/LGMW, along with the appropriate functional manager, will review the error and variance lists, correct, and resubmit.

13.5.2. HQ AETC/LGMW will coordinate adjustments/rationale with functional managers, and submit functional manager rebuttals if needed.

13.6. Allocation. The allocation represents an approved authorization for upcoming fiscal year requirements. HQ AETC/LGMW will provide functional managers a copy of their projected allocation for review after release and receipt of allocation. After reviewing, adjusting, and certifying the report, the functional managers must return it to HQ AETC/LGMW for release to base level.

14.1.2. Load allocations no earlier than 1 Oct and no later than 15 Oct. After all levels have been loaded, units must request an asset level listing in CAS to review levels. The MASO must sign and retain listing.

14.1.3. Provide a memorandum to explain the contents and necessary actions. Memorandum and allocation must be sent to organizational commander. Identify to the organization commander, in writing, the assets excess to the allocation for all categories not later than 15 Oct. Category D assets excess to the allocation must be segregated upon notification, and the custodian must schedule turn-in to FV within 30 days from receipt of the notification.

14.1.4.1. Allocation transfer requests must be submitted to the applicable functional manager (they are the initial approval authority). Submitting the request to HQ AETC/LGMW will only delay the approval process). Allocations may only be transferred between categories A, B or C.

14.1.5. Nonexpendable categories are A, B and C.

14.1.5.1. Request may only be submitted for items that were previously forecasted for but not 100 percent allocated, or not previously forecasted for, and an OOC request is pending. This does not apply to category D assets. Locally approved (MASO) custody account retained munitions will be included in excess reports to MAJCOM. These assets may remain on custody account until assets are needed in support of another allocation or directed for shipment by MAJCOM.

14.2.1.3. Out-of-cycle requests submitted early or before 50 percent of the allocation has been expended must be endorsed by the appropriate group commander (or equivalent) (see [Attachment 9 \(Added\)](#) for format).

14.2.2. The MASO endorsement will state whether assets to support this request are available locally or required to be requisitioned from the depot.

14.2.2.2. Organizations must be of the same functional manager area of responsibility. HQ AETC/LGMW must coordinate transfer from one functional area to another.

14.2.3. Out-of-cycle documentation coordination. Organization forwards the out-of-cycle request to the applicable AETC functional manager, and maintains one copy in suspense.

14.2.4. The functional manager reviews the request for validity of authorizing directive, required endorsements, and justification. In addition, for any increase to category D allocations, the functional manager must verify that the submitting organization has expended a minimum of 70 percent of its current allocation.

14.2.5. After thorough review, the functional manager endorses the request with an approval statement, and forwards it to HQ AETC/LGMW. If the functional manager deems the request invalid, enter a disapproval statement on the request, and return it to the requesting organization to end the process.

14.2.6. Identify to HQ AETC/LGMW.

14.2.8. Coordinate with HQ AETC/LGMW for latest CAS expenditure data.

14.3.2. Allocation transfers will be done by e-mail (see [Attachment 10 \(Added\)](#) for format). HQ AETC/LGMW must be included as an addressee on all allocation transfers.

14.3.2.2.1. The MASO should not deny support of an allocation transfer solely because the requesting organization did not meet request timelines in paragraph 14.3.1. The MASO must look at supportability from on-hand and/or shipped-in assets. The allocation transfer should be supported if it does not jeopardize home station support or asset levels. The MASO must requisition assets based on allocation transfer quantity minus on-hand excess (unallocated assets). Reference allocation transfer as authority to requisition assets.

14.3.3. Exercise Afteraction reports will be done by e-mail (see [Attachment 11 \(Added\)](#) for format). HQ AETC/LGMW must be included as an INFO addressee on all afteraction reports.

16.1.2.10. HQ AETC/LGMW is the MAJCOM approval authority.

16.1.5. Normally, limited to personnel responsible for document control. Maintain authorized access letter in the document control files. Review and update annually or whenever changes occur.

16.2.3.1. "Classified Item" stamp must be placed on the front of the document.

16.2.3.2. All stamps except for "Classified Item" may be placed on reverse side of document to prevent obliterating information.

16.4.1. A document is delinquent until it has been signed, quality controlled, removed from the delinquent document control listing (ISE02A), and placed in permanent files.

16.4.1.4. MASO review of the ISE02A must be documented by the MASO dating and signing the ISE02A.

16.5.1. Maintain memorandum in the document control files. Review and update annually or when changes occur. Individuals appointed to perform quality control edits on documents must be signed off in training records.

16.6.3.2. Justification may identify training deficiencies.

16.6.3.4. Contact HQ AETC/LGMW.

16.6.5.3. Ensure letter is reviewed and updated at least annually, or whenever changes occur.

16.6.5.4. Ensure letter is reviewed and updated at least annually, or whenever changes occur.

16.6.5.5. Ensure letter is reviewed and updated at least annually, or whenever changes occur.

16.6.5.6. Review or update at least annually or whenever changes occur.

16.6.5.7. Ensure letter is reviewed or updated at least annually, or whenever changes occur.

16.8.1. Cross-reference the paperwork transaction turn-in document with the shipment document removing the assets from record. If assets are in support of a deployment, annotate the deployment name/number.

16.8.2. Paperwork transactions will not be used in lieu of reverse posts or inventory adjustments.

16.8.3. May not be delegated.

17.2.1.1. For contracted units, the contractor program manager or program director equivalent will appoint personnel to part II and III, and approve/sign the AF Form 68.

17.2.2.4. Enter the single nonobliterating line through the typewritten information only. Do not line through the signature block. Preserve a clear, unobstructed view of the signature for audit purposes.

17.3.2. Reaccomplish the AF Form 68 during the annual MASO inventory if personnel have been deleted from the form during the year. The AF Form 68 will be reviewed for accuracy and currency during the quarterly custody account inventory. The review will be documented and signed by the custody account unit commander on the custody account inventory listing.

17.3.2.1. (Added) AF Forms 68 may be revalidated annually in lieu of reaccomplishment if there are no changes on the document.

17.3.2.2. (Added) Documentation of each revalidation, signed by the unit commander, must be maintained in munitions operations until the AF Form 68 is reaccomplished.

18.1.1. Units will notify HQ AETC/LGMW when the CAS-B system is down with an estimated time CAS-B will be back on-line. Units will transition to CAS-D if directed by HQ AETC/LGMW.

18.3.2.1. Monthly for nonstandard units.

- 18.3.2.2. Monthly for nonstandard units.
- 18.3.2.3. Monthly for nonstandard units.
- 18.3.2.4. Annually for nonstandard units.
- 18.3.2.5. Semiannually for nonstandard units.
- 19.2.1. Approved stock levels are the units' approved allocations. This includes approved AF Form 1996.
- 19.3.2. May be done by e-mail.
- 20.2.1.3. Send info copy to HQ AETC/LGMW.
- 21.2.1.3. Inventory team should be comprised of operations, inspection and storage personnel.
- 21.2.6. Notify HQ AETC/LGMW before implementing.
- 21.3.1.1. AETC units will perform semiannual inventories. Perpetual inventories are not authorized
- 21.3.1.2. Submit waiver request to HQ AETC/LGMW with justification, and requested inventory dates. The MASO appointing authority must sign waiver requests if it involves a change of MASO inventory. Otherwise, the MASO's unit commander can be the waiver requester.
- 21.3.1.3. Units must identify items affected, location, and inventory dates to HQ AETC/LGMW.
- 21.3.2.1. In addition to local requirements reconciliation will consist of:
 - 21.3.2.1.1. (Added) Valid AF Forms 2005, **Issue/Turn-In Request**, (due-outs) are on file to support all awaiting parts (AWP).
 - 21.3.2.1.2. (Added) Valid requisitions (due-ins) exist for items due to support all AWP.
 - 21.3.2.1.3. (Added) Followups have been conducted and current status is available on all due-ins.
- 21.3.4. Reconciliation of discrepancies must be performed by the incoming and outgoing MASOs. May not be delegated.
 - 21.3.4.1. Appointing official must submit waiver request to HQ AETC/LGMW.
- 21.3.6. Normally, recounts should not be conducted with the same teams.
- 21.3.9. Maintain inventory results memorandum with the inventory package (for example, count sheets, supporting documentation, etc) and maintain IAW AFMAN 37-139.
- 21.4.1.2. May not be delegated.
- 21.4.1.6. Submit waiver request with list of items affected and location.
- 21.4.2. The unit commander must sign an inventory results memorandum that contains a list of what the quarterly review consisted of, and any discrepancies found during the inventory.
- 21.6.1.4. CAS-B may not allow processing a reverse post if records have been frozen for an inventory since the transaction date. Comply with all requirements listed in this instruction concerning inventory adjustments.
- 21.6.9.12. Annotate difficulty reports (DIREP) number on the adjustment document.
- 22.2.5.13. Reference paragraphs **14.1.5.** through 14.1.5.1.1 of this supplement.
- 22.4.1.2.1. May not be delegated.

23.6.1. All issue requests will be presented to the MASO 10 days prior to the assets being needed, enabling munitions managers to effectively schedule workloads. Issue requests submitted less than 10 days prior to the assets being needed will be signed in block A by the organizational commander, or follow emergency issue procedures in paragraph 23.4 for requests within 12 hours.

27.1.1.1. The munitions requester will provide the shipping MASO a list of personnel authorized to receipt for munitions (unclassified and classified) for units that drive to another location to pick up assets. This list will include name, rank, SSN, and signature specimen of individuals authorized receipt.

27.1.1.1.1. (Added) The shipping MASO will ensure proper hazardous transportation and explosive safety briefings are accomplished and documented prior to releasing assets. Prior to release of munitions shipments, the shipping MASO will contact their local transportation personnel for assistance with vehicle inspection and transportation guidance (local and state guidance pertaining to movement of explosives over public highways).

27.1.4.2. Nonstandard units review the ISI24A weekly.

29.1.6. Munitions organizational custody accounts may elect to have all empty reusable containers and packaging material maintained, marked as empty, identified with custody account number, stored and accounted for by the custody account custodian for built-up ready munitions assets. Once munitions have been expended, containers will be turned in to accountable records.

29.1.6.3. Units will determine how many containers are needed on hand but as a minimum they must meet the requirements of paragraph 29.1.6.2 of the basic instruction plus some spares. The quantity of spare containers should be based on historical use.

32.9. (Added) AETC Security Forces (SF) Combat Arms (CA) Commercial Off The Shelf (COTS) Frangible Nontoxic Limited Range Training Ammunition (FNLRTA). The HQ AETC security forces munitions user functional manager (SFMUFM) for munitions provides oversight of COTS procurement of FNLRTA for all AETC SF units by the following method:

32.9.1. SF units will use COTS procedures identified in this chapter. Since munitions are procured directly from the manufacturer, the following responsibilities are established to ensure proper procurement, storage, serviceability, distribution, accountability and disposition of COTS CA FNLRTA.

32.9.1.1. The SFMUFM will:

32.9.1.1.1. Obtain approval from nonnuclear munitions safety board (NNMSB) and OO-ALC/LIW for all COTS purchased FNLRTA prior to procurement IAW this chapter.

32.9.1.1.1.1. Provide the NNMSB/OO-ALC-approved list, with hazard class division, of all items for CA use to HQ AETC/LGMW, and all servicing munitions activities.

32.9.1.1.2. Ensure only approved FNLRTA (5.56MM and 9MM) is procured.

32.9.1.1.3. Provide a message to HQ AETC/LGMW and servicing munitions activities with local assigned stock number, and yearly quantity authorized to purchase to each SF unit.

32.9.1.1.4. Establish written procedures for restricted/suspended ammunition. These procedures will include as a minimum:

32.9.1.1.4.1. Notification of any ammunition malfunction by SF units to the SFMUFM.

32.9.1.1.4.2. Notification to all servicing munitions activities on restricted/suspended ammunition.

32.9.1.1.4.3. Disposition of restricted/suspended ammunition.

32.9.1.1.5. Proper disposition of excess/unused ammunition.

32.9.1.1.6. Retain responsibility as hazardous waste generator for COTS CA FNLRTA.

32.9.1.1.7. Provide a copy of material safety data sheet (MSDS) for all ammunition to HQ AETC/LGMW.

32.9.1.2. Each using SF unit will:

32.9.1.2.1. Obtain approval from the SFMUFG for all COTS CA FNLRTA prior to procurement.

32.9.1.2.2. Notify servicing munitions activity MASO of the intent to purchase COTS CA FNLRTA.

32.9.1.2.3. Employ AF Form 9, **Request for Purchase**, procedures and NOT the government purchase card.

32.9.1.2.4. Procure munitions and direct manufacturer to ship items to their servicing munitions activity. The munitions activity will assign the prescribed local stock number, and pick assets up on accountable records IAW paragraph 32.9.2.1.1.

32.9.1.2.5. Provide fund cite for any costs required for the proper disposal of unserviceable ammunition (hazardous waste).

32.9.1.2.6. Provide redistribution orders with shipping fund cite to servicing munitions activity, if required.

32.9.2. Each servicing munitions activity will:

32.9.2.1. Apply all accountability, serviceability, security, and safety procedures for stock listed, like item, small arms ammunitions to the COTS CA FNLRTA.

32.9.2.2. Receive ammunition from manufacturer.

32.9.2.2.1. Use the CAS indicative data record (IDR) shell record (ISD25A IAW AFCSM 21-824, Vol II, *Combat Ammunitions System–Base: Users Manual*, Chapter 16) to load local stock number into CAS. Local stock numbers will be assigned as follows:

32.9.2.2.1.1. 5.56MM Toxic-Free Training Round; 1305-TF-556-TRNG.

32.9.2.2.1.2. 5.56MM Toxic-Free Training Round Linked, 1305-TF-556-TSAW.

32.9.2.2.1.3. 9MM Toxic-Free Training Round; 1305-TF-009-TRNG.

32.9.2.2.2. Receive assets in CAS using manufacturer lot number.

32.9.2.2.3. Items will be treated as like DoD stock listed items and will be inspected, stored, and shipped as small arms ammunition (TO 11A13-10-7, *Specialized Storage and Maintenance Procedures, Small Arms Ammunition*) unless otherwise directed by HQ AETC/LGMW.

32.9.2.2.4. Items will be issued and accounted for on the unit CATM custody account.

32.9.2.2.5. Use authorized quantities (refer to paragraph [32.9.1.1.3.](#)) established by the SFMUFG to load levels in CAS.

32.9.2.3. If required, prepare and ship assets as directed by the SFMUFG.

32.9.2.3.1. Assets will be shipped in quantity per unit pack (QUP) as received from the manufacturer.

32.9.2.3.2. Use existing DoD like-item special packaging instructions (SPI).

32.9.2.3.3. Stamp (or print) "For Combat Arms Use Only" on shipping documents.

32.9.2.4. Request disposition from SFMUFG for excess/unused munitions.

36.1.4. (Added) Installation procedures must be developed and cover as a minimum:

36.1.4.1. Rendering items safe for storage or display.

36.1.4.2. Security of assets on display.

36.1.4.3. Notification procedures to inform fire department, safety, and security forces of asset locations.

36.1.5. (Added) Installation commanders will designate an office to be the office of primary responsibility (OPR) to ensure all appropriate base agencies are properly informed of the location of all approved static display munitions, and to ensure base-wide compliance with the static display program procedures.

36.1.6. (Added) Static display munitions (SDM) are current DoD inert stock-listed munitions items. Units will not requisition assets to support SDM requests. Munitions second destination funds will not be used to ship assets to support SDM requests. Static display munitions do not include recovered munitions residual material resembling live munitions (bombs, rockets, missiles, ammunition, flares and other pyrotechnics).

36.1.6.1. Recovered munitions residual material put on display or "show-and-tell munitions" must be certified inert/empty as described in TO's 11A-1-53 and 11A-1-60 by a qualified munitions inspector prior to display.

36.1.6.2. Any munitions item, which cannot be positively certified by a munitions inspector, will be referred to explosive ordnance disposal (EOD) for final determination.

36.1.6.3. The individual certifying the munitions item and/or residual material will certify in writing that it is empty/inert and suitable for display. Organizational records must show how the material was obtained (for example, EOD range operations) for the items on display.

36.1.6.4. SDMs without certification of inspection and verification of inert status are assumed to be live and will be segregated and held in an approved separate, secured storage area until inspected or destroyed by appropriate personnel.

36.1.6.5. Units with existing SDMs that are not on record and were not approved by OO-ALC will initiate a local (off line) ADR with all the known historical information and appropriate statements, and forward to HQ AETC/LGMW for approval consideration. If approved, HQ AETC/LGMW will forward to OO-ALC for approval consideration.

36.1.6.6. Units with existing SDMs that are still on record and not approved by OO-ALC will submit appropriate ADRs as required in this chapter.

36.1.6.7. Units will have six months from the date of this supplement to comply with paragraphs **36.1.6. (Added)** through **36.1.6.6.**

36.6. (Added) Forms Adopted:

36.6.1. AF Form 9.

36.6.2. AF Form 68.

36.6.3. AF Form 1996.

36.6.4. AF Form 2005.

36.6.5. AF Form 3933.

36.6.6. AF Form 4147.

36.6.7. AFTO Form 244.

36.6.8. AETC Form 1236.

NOTE: The following are added:

References

AFI 38-101, *Air Force Organization*

AETCI 21-101, *Maintenance Management of Aerospace Equipment*

AETCI 21-107, *Maintenance Management-Maintenance Contract Surveillance*

T.O. 21M-1-101/Sup 1, *Reliability Asset Monitoring System*

T.O. 11A13-10-7, *Specialized Storage and Maintenance Procedures, Small Arms Ammunition*

Abbreviations and Acronyms

AEF—Air Expeditionary Force

AFCOMAC—Air Force Combat Ammunition Center

AFRAAN—advanced medium range air-to-air missile

CA—combat arms

DEROS—date eligible for return from overseas

DOC—design operation capability

DRMO—Defense Reutilization Management Office

EAL—entry authorization lists

FNLRTA—frangible nontoxic limited range training ammunition

ICT—integrated combat turns

GCS—guidance control sections

MWASP—Munitions and Weapons Standardization Program

OT&E—operational test and evaluation

QAE—quality assurance evaluators

PDQR—product quality deficiency reports

RMI—returned munitions inspection

SF—security forces

SFMUFM—security forces munitions user functional manager

SMR—source maintenance recoverability

TDY—temporary duty

Attachment 9 (Added)**SAMPLE OUT-OF-CYCLE ALLOCATION REQUEST**

Date

MEMORANDUM FOR "Unit/Office Symbol" (group commander or equivalent)

FROM: "Self-explanatory"

SUBJECT: Out-of-Cycle Munitions Allocation Request (SRAN: FVXXXX)

1. Request an FYXX Out-of-Cycle allocation for the following munitions item:

Master NSN/DODIC: XXXX-XX-XXX-XXXX/XXXX

Nomenclature: self-explanatory

Requirement Code: see requirement code list

Category Code: see category code list

Functional Manager Code: see functional manager list

Custody Account Number: XXXXX

Current Fiscal Year's Allocation:

Current Fiscal Year's Expenditure Data:

Requested Increase:

2. AUTHORIZING DIRECTIVE AND JUSTIFICATION: AFCAT 21-209, paragraph 3.13. This allocation increase is required due to an increase in authorized mobility weapons to support our UTC taskings. FORMULA: 65 M-16 weapons times 60 rounds per weapon equals 3,900. If disapproved we will not be able to support all required UTC taskings with the required quantities of weapons and ammo.

3. POC is CMSgt John Rivard, Unit/Office Symbol, DSN 487-XXXX.

//SIGNED//

BILL B. SMITH, Lt Col, USAF
Commander

1st Ind (Unit/office symbol, date, Out-of-Cycle Munitions Allocation Request for [FVXXX])

Unit/Office Symbol (of MASO)

Date

MEMORANDUM FOR (Unit/office symbol of MASO)

Request approved/disapproved.

//SIGNED//
SUSAN B. KING, Col, USAF
Commander

2nd Ind, (Unit/office symbol of MASO)Date

MEMORANDUM FOR HQ AETC/XXXX (functional manager)

If this out-of-cycle allocation is approved, assets are available for issue or assets are not available for issue, and will require to be requisitioned.

//SIGNED//
JIM A. JONES, SMSgt, USAF
Munitions Accountable Systems Officer

3rd Ind, HQ AETC/XXXX (functional manager)Date

MEMORANDUM FOR HQ AETC/LGMW

This out-of-cycle allocation request is approved.

//SIGNED//
JOHN A. RIVARD, CMSgt, USAF
Functional Manager

Attachment 10 (Added)**SAMPLE EXERCISE ALLOCATION TRANSFER**

DATE

MEMORANDUM FOR ORG/OFFICE SYMBOL – (DODAAD/SRAN NUMBER)

HQ AETC/LGMW

USER MAJCOM/OFF SYM (MAJCOM-TO-MAJCOM TRANS ONLY)

OO-ALC/WMR (MAJCOM-TO-MAJCOM TRANS ONLY)

FROM: YOUR ORG/OFFICE SYMBOL – (DODAAD/SRAN NUMBER)

SUBJECT: EXERCISE ALLOCATION TRANSFER - (EXERCISE NAME/DATES)

1. THE FOLLOWING CATEGORY D MUNITIONS ALLOCATIONS ARE TRANSFERRED IN SUPPORT OF (ENTER WING, AIRCRAFT SQUADRONS AND TYPE OF AIRCRAFT). MUNITIONS WILL BE LISTED IN THE FOLLOWING MANNER: NOMENCLATURE, COMPLETE ROUND CODE/MASTER STOCK NUMBER, ALLOCATION.

RR-188 CHAFF	ZE81A	1200
MJU-7 FLARE	F071A	1200
BDU-33	ZP61D	450
ARD 863 CART	1377-01-369-2492	450

2. PLEASE CONFIRM RECEIPT AND SUPPORTABILITY OF THIS ALLOCATION TRANSFER, AND PROVIDE AN EXERCISE AFTERACTION REPORT NOT LATER THAN 30 DAYS AFTER EXERCISE COMPLETION.

3. POC IS CMSGT JOHN RIVARD, ORG/OFFICE SYMBOL, DSN XXX-XXXX.

//SIGNED//

SIGNATURE BLOCK OF MUNITIONS ACCOUNTABLE
SYSTEMS OFFICER OR DESIGNATED REPRESENTATIVE

Attachment 11 (Added)**SAMPLE EXERCISE AFTERACTION REPORT**

DATE

MEMORANDUM FOR USER ORG/OFFICE SYMBOL – (DODAAD/SRAN NUMBER)
USER MAJCOM/OFFICE SYMBOL
HQ AETC/LGMW
OO-ALC/WMR (MAJCOM-TO-MAJCOM TRANSFERS ONLY)

FROM: YOUR ORG/OFFICE SYMBOL – (DODAAD/SRAN NUMBER)

SUBJECT: EXERCISE AFTERACTION REPORT - (EXERCISE NAME/DATES)

1. THE REMAINING CATEGORY D MUNITIONS ALLOCATIONS ARE RETURNED TO UNIT/ MAJCOM. MUNITIONS WILL BE LISTED IN THE FOLLOWING MANNER: NOMENCLATURE, COMPLETE ROUND CODE/MASTER STOCK NUMBER, ALLOCATION, EXPENDED, REMAINING.

RR-188 CHAFF	ZE81A	1200	800	400
MJU-7 FLARE	F071A	1200	400	800
BDU-33	ZP61D	450	184	266
ARD 863 CART	1377-01-369-2492	450	184	266

2. POC IS CMSGT JOHN RIVARD, ORG/OFFICE SYMBOL, DSN XXX-XXXX.

//SIGNED//

SIGNATURE BLOCK OF MUNITIONS ACCOUNTABLE
SYSTEMS OFFICER OR DESIGNATED REPRESENTATIVE

DOUGLAS C. BECKWITH, Colonel, USAF
Deputy Director of Logistics